

NAVRESREDCOMMIDWESTINST 1650.2D
Code N00C
6 Oct 00

NAVRESREDCOMMIDWEST INSTRUCTION 1650.2D

Subj: CIVILIAN EMPLOYEE OF THE QUARTER AND CIVILIAN OF THE YEAR
AWARDS

Ref: (a) NAVRESREDCOMREGTHIRTEENINST 12451.1A

Encl: (1) Sample Nomination Format

1. Purpose. To provide all Naval Reserve Readiness Command Midwest (REDCOM MW) commands with additional means to provide special recognition to civilian personnel for exceptionally superior performance.

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 1650.2C.

3. Discussion. It takes a "team" effort to achieve the mission of the command. Teamwork is an "All Hands" evolution, and that includes our civilian personnel as well as military. REDCOM MW has other award programs designed to provide tangible recognition to those personnel whose dedication and enthusiasm have made a significant contribution to the command. The Civilian Employee of the Quarter and Civilian Employee of the Year Awards are established to provide the same special recognition to our civilian personnel that our other award programs provide for our military personnel.

4. Eligibility. The Civilian Employee of the Quarter and Year Awards are open to all civilian employees at all pay levels serving on the Readiness Commander's staff and all reserve centers within this region. There will be one Civilian of the Year Award each calendar year and one Civilian of the Quarter Award each calendar quarter.

5. Selection Criteria. The intent of the Civilian of the Quarter and Civilian of the Year Award programs is to recognize and reward the superior performance and dedication of our civilian personnel. Factors considered include:

a. Demonstrated sustained excellence and noteworthy achievements in job performance that clearly contributed to the

mission of the command.

- b. Demonstrated motivation, pride and professionalism.

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- c. Off-duty education as well as professional development.
- d. Participation in community affairs or activities that enhance the Navy's image, and reflect credit upon the command.
- e. Awards and letters of commendation/appreciation.

6. Action

a. REDCOM MW Department Heads and Commanding Officers of Naval Reserve Centers shall screen civilian personnel assigned and prepare a nomination letter (not more than two pages in length), per the format contained in enclosure (1) to include a copy of the last performance appraisal and proposed citation. All Civilian of the Year nominations are to be submitted to REDCOM MW (Code N00C) not later than 15 January each year. All Civilian of the Quarter nominations are to be submitted to REDCOM MW (Code N00C) not later than 15 January, 15 April, 15 July and 15 October.

- b. Commander, Naval Reserve Readiness Command Midwest shall:

(1) Convene selection boards to review all nominations and select the REDCOM MW Civilian of the Year and Civilian of the Quarter.

(2) Provide appropriate recognition to the selectee.

(3) All commanding officers shall ensure recognition is provided at the local level, including formal presentation of the command plaque and letter of commendation, local news release and every other means available to recognize our finest performers.

7. Recognition

- a. REDCOM MW Civilian of the Year will receive:

(1) A command plaque.

(2) Letter of Commendation.

(3) 24 hours time-off award per reference (a).

b. REDCOM MW Civilian of the Quarter will receive:

(1) A framed Certificate of Commendation.

(2) Nomination to compete with other region nominees for REDCOM MW Civilian of the Year.

(3) A command plaque.

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(3) Recognition at the quarterly NTC Award Luncheon (REDCOM MW civilian only).

(4) 12 hours time-off award per reference (a).

8. Reports. The requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B and requires no report symbol.

/s/

L. J. LANG

Deputy

Distribution:

NAVRESREDCOMMIDWESTINST 5605.1V

Lists A (Readinesss Commander/Department Heads) and D (RESCENS)

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SAMPLE NOMINATION LETTER

From:
To: Commander, Naval Reserve Readiness Command Midwest
(Code N00C)
Via: Commanding Officer, (if applicable)
Subj: CIVILIAN EMPLOYEE OF THE (QUARTER/YEAR) NOMINATION FOR
(CY-___/QUARTER)
Ref: (a) NAVRESREDCOMREGTHIRTEENINST 1650.2D
Encl: (1) Last Civilian Performance Appraisal
(2) Proposed Citation for Letter of Commendation

1. Per reference (a), the below named individual is nominated for the Civilian Employee of the (Quarter/Year) Award for (CY-___/Quarter). Enclosures (1) and (2) contain supporting documentation.

2. The following pertinent information is provided:
 - a. Pay Plan, Series, Grade/Full Name:
 - b. Job Title:
 - c. Date commenced federal employment:
 - d. Date commenced employment at current command:
 - e. Education achievements completed this quarter:
 - f. Promotions received since employment:
 - g. Specific professional achievements/contributions to the mission of the command:
 - h. Community involvement/activities:
 - i. Awards or Letters of Commendation/Appreciation:
 - j. Commanding Officer's comments (any other information considered appropriate to distinguish nominee from contemporaries):

Encl (1)